

AD Budget Planning and
Human
Resources

09/23/2005 08:18 AM

To

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Subject Distance Learning Broadcast - DOI Annual Ethics Training
-September 29, 2005
1:00-3:00 pm

Target Audience: All employees who are required to file a financial disclosure statement and who have not completed their annual training requirement should view this broadcast. The viewing of this broadcast will meet the annual one hour training requirement for those employees. All DOI employees, however, are encouraged to view this broadcast.

Description: This training session will be a comprehensive review of the Standards of Ethical Conduct that apply to all DOI employees. Examples of topics to be covered include: gifts, conflicts of interest, outside activities, Hatch Act, fundraising and the use of government equipment and property. You may also take the Department on-line course at: <http://training.nbc.gov/ethics/> to meet your annual training requirement.

Locations for Viewing: This distance learning broadcast is available to Service employees in Arlington on their desktop computers, by going to: <http://164.159.192.2> and selecting the NCTC Broadcast Channel under “watch live broadcasts.” For those individuals located in the Main Interior Building (MIB), this will be shown from 1:00-3:00 p.m. in the MIB Auditorium.

If you have not watched a broadcast on your computer recently, we strongly advise you to watch one of the offered channels beforehand, to make sure that there is not a problem. If you experience difficulty accessing the live broadcast, please call the User Support Desk at 703-358-2200.

Participant Guide: A broadcast participant guide and links to other resources will be posted at: <http://www.doi.gov/ethics>.

Training Certification: After watching this broadcast, please send the completed Ethics Self-Certification Form located at: http://www.fws.gov/hr/hr/ethics_cert_form.pdf if you are required to file a financial disclosure statement, to the attention of Dawn Phillips, HQ Human Resources, at Mail Stop 2000. For more information please call Dawn Phillips, 703-358-2118.